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CLASSIFICATION AND PAY:
Survey of Selected Clerical Classes in
Montana's State Government



Prepared by:
State Personnel Bureau
Department of Administration
January 16, 1973

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STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
HELENA 59601

January 16, 1973

Mr. Doyle B. Saxby, Director
Department of Administration
State Capitol Building
Helena, Montana 59601

Dear Mr. Saxby:

In September, 1972, the Personnel Bureau undertook a survey of six selected clerical classes to determine the comparability of titles, salaries paid and the qualifications established for those classes in the respective State agencies. We believe the survey highlights several distinct problems in the area of personnel management.

There is no uniform personnel classification plan in Montana. This situation allows positions, with essentially the same duties, to vary from agency to agency in title, statement of minimum qualifications and pay.

One of the most important objectives in personnel administration is adhering to the principle of "Equal Pay for Equal Work." We should expect to find, in most circumstances, a secretary I receiving essentially the same pay scale regardless of the agency in which it is located. In Montana, this is definitely not the case.

The result of these conflicting pay practices can only be envious comparisons between employees in the various agencies. If this situation continues, we can expect to see low employee morale and productivity, and high turnover in a number of State agencies.

We hope that this report will be added to the growing list of evidence that a uniform personnel classification plan must be developed for Montana State government.

A handwritten signature in dark ink, appearing to read "David Evenson".

David Evenson
Personnel Analyst

A handwritten signature in dark ink, appearing to read "Robert Jensen".

Robert Jensen, Chief
Personnel Bureau

DE/RJ:bj



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PREFACE

This report summarizes the results of the Personnel Bureau's recent classification and pay Survey. Six clerical classes were selected and salary data were collected from State agencies and the private sector throughout Montana.

The Survey was performed to determine whether or not a measurable difference in pay and qualifications is associated with essentially the same work in the various State agencies. It was found that position titles vary for essentially the same work from agency to agency in State government. The lack of uniformity in titles creates confusion when making salary comparisons.

In conducting the Survey, it was necessary to develop standard job definitions for the titles used in the Survey and let the agencies classify their jobs to match the definition.

SURVEY METHODS AND SCOPE

The data on which the report is based was collected in two ways. State agencies were contacted with a written questionnaire. The data from the private sector were collected through the local offices of the Employment Security Commission.

State agencies were provided with descriptions of the work performed and asked to identify jobs that were essentially the same in their organization and to list their class title, pay for the class and statement of minimum qualifications.

Follow-up interviews were conducted where agencies seemed to have trouble completing the forms or where questions were raised regarding the questionnaire.

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AND INSTRUCTIONS

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SURVEY SUMMARY – SALARIES

SURVEY POSITION CLASSIFICATION	STATE OF MONTANA		Federal Government Range	Private Sector Range
	Prevailing Rate	Rate Range		
Clerk I	\$ 375	\$ 304-467	\$ 452-588	\$ 250-400
Clerk Steno I	445	300-580	510-663	300-500
Accounting Clerk I	537	365-680	573-745	300-500
Secretary I	537	315-683	573-745	350-500
Clerk-Typist I	376	350-435	510-663	275-350
Key Punch Operator I	406	332-462	510-663	320-432

CLERK I In the Clerk I class, the range between the highest and lowest paid clerk was \$246 a month. The range for the prevailing rate in State agencies was between \$304 to \$467 a month. Data from the private sector showed a range between \$250 and \$400 a month. The prevailing rate for all State agencies was \$375.

CLERK STENO I Salaries for Clerk Steno I had a range of \$322 from the highest to the lowest paid job. The prevailing rate ranged from \$300 to \$580 in State agencies, while the prevailing rate from the private sector ranged from \$300 to \$500. The prevailing rate for all State agencies was \$445 a month.

ACCOUNTING CLERK I Accounting Clerk I was a difficult class to survey. Apparently, the complexity of individual State agencies' accounting systems requires different levels of experience and training for essentially the same duties. It is likely that many of the jobs were not directly comparable.

The range for Accounting Clerk I was \$379 a month from the highest to the lowest paid job. The prevailing rate range for State agencies was \$365 to \$680 a month. The data from the private sector showed a range from \$300 to \$500 a month. The prevailing rate for all State agencies was \$537 a month.

SECRETARY I The survey shows a wide range of salaries paid for essentially the same job in the various State agencies. In the Secretary I class, State agencies showed a range of salaries that varied as much as \$500 between the highest and lowest paid secretary. The prevailing rate varied between \$315 to \$683 a month. In contrast, that salary information collected from the private sector shows a prevailing range of \$350 to \$500 a month for a similar job. The prevailing rate for secretaries in all State agencies was \$466 a month.

CLERK TYPIST I Clerk Typist I showed a range of \$204 a month from the highest to the lowest paid jobs in State agencies. The prevailing rate in State agencies ranged from \$350 to \$435 a month while the private sector data showed a salary range from \$275 to \$350 a month. The prevailing rate for all State agencies was \$376 a month.

KEY PUNCH OPERATOR I Salaries paid to Key Punch Operator I varied as much as \$299. The average salary for all State agencies varied between \$332 to \$462 a month. The private sector showed prevailing rate range of \$320 to \$432 a month. The prevailing rate for all State agencies was \$406 a month.

SURVEY CLASSIFICATION ► CLERK I

NAME OF STATE AGENCY	MONTHLY SALARIES			No. of Employees
	Minimum	Maximum	Weighted Average	
Administration, Department of - General Services				
Administration, Department of - Investments				
Administration, Department of - Other	354	504	394	1
Electrical Board				
Employment Security Division	360	450	390	5
Fish and Game, Department of	428	537	491	1
Governor's Office				
Highways, Department of	453	530	467	18
Highway Patrol	332	414	341	16
Institutions, Department of	328	405	390	1
Legislative Auditor				
Legislative Council				
Library, State	300	412	412	1
Merit System Council				
Military Affairs, Department of				
Montana State University	303	362	315	6
Montana Tech				
Natural Resources, Department of				
Office of Economic Opportunity	425	NA	425	1
Public Employees' Retirement System				
Public Service Commission	NA	NA	455	1
Revenue, Department of	NA	NA	423	12
School for the Deaf and Blind				
Social and Rehabilitative Services Division	385	NA	385	4
State Lands, Department of				
University of Montana	284	355	304	23
Workmen's Compensation Division	382	382	382	1
► TOTAL NUMBER OF EMPLOYEES				90
► TOTAL WEIGHTED AVERAGE (State Prevailing Rate)			375	
SUMMARY OF ABOVE DETAIL (Private Sector Detail Not Shown Above)	Minimum	Maximum	Prevailing Rate	
STATE AGENCY RANGE (NON-WEIGHTED)	284	530		
STATE AGENCY PREVAILING RATE RANGE	304	464		
PRIVATE SECTOR PREVAILING RATE RANGE	250	400		
STATE AGENCY PREVAILING RATE			375	
PRIVATE SECTOR PREVAILING RATE			320	

SURVEY CLASSIFICATION ► CLERK STENO I

NAME OF STATE AGENCY	MONTHLY SALARIES			No. of Employees
	Minimum	Maximum	Weighted Average	
Administration, Department of - General Services				
Administration, Department of - Investments				
Administration, Department of - Other				
Electrical Board				
Employment Security Division	410	515	430	18
Fish and Game, Department of	422	547	500	12
Governor's Office	556	650	580	3
Highways, Department of	453	530	463	14
Highway Patrol				
Institutions, Department of	374	460	423	7
Legislative Auditor				
Legislative Council				
Library, State				
Merit System Council	400	500	400	2
Military Affairs, Department of	482	482	482	1
Montana State University	335	400	357	6
Montana Tech	367	480	423	3
Natural Resources, Department of	500	575	525	2
Office of Economic Opportunity				
Public Employees' Retirement System				
Public Service Commission			569	2
Revenue, Department of				
School for the Deaf and Blind				
Social and Rehabilitative Services Division	420	600	438	68
State Lands, Department of	384	423	404	1
University of Montana				
Workmen's Compensation Division	328	328	328	1
► TOTAL NUMBER OF EMPLOYEES				140
► TOTAL WEIGHTED AVERAGE (State Prevailing Rate)			455	
SUMMARY OF ABOVE DETAIL (Private Sector Detail Not Shown Above)	Minimum	Maximum	Prevailing Rate	
STATE AGENCY RANGE (NON-WEIGHTED)	284	530		
STATE AGENCY PREVAILING RATE RANGE	304	464		
PRIVATE SECTOR PREVAILING RATE RANGE	250	400		
STATE AGENCY PREVAILING RATE			375	
PRIVATE SECTOR PREVAILING RATE			320	

SURVEY CLASSIFICATION ► ACCOUNTING CLERK I

NAME OF STATE AGENCY	MONTHLY SALARIES			No. of Employees
	Minimum	Maximum	Weighted Average	
Administration, Department of - General Services				
Administration, Department of - Investments				
Administration, Department of - Other				
Electrical Board				
Employment Security Division	540	680	680	17
Fish and Game, Department of				
Governor's Office				
Highways, Department of	611	730	671	2
Highway Patrol	357	449	393	3
Institutions, Department of	390	480	390	6
Legislative Auditor				
Legislative Council				
Library, State				
Merit System Council				
Military Affairs, Department of	538	538	538	1
Montana State University	369	440	373	5
Montana Tech				
Natural Resources, Department of	499	667	581	5
Office of Economic Opportunity	400	450	425	1
Public Employees' Retirement System	375	650	432	4
Public Service Commission	NA	NA	569	2
Revenue, Department of	NA	NA	538	7
School for the Deaf and Blind	625	625	625	1
Social and Rehabilitative Services Division	440	630	535	2
State Lands, Department of	351	475	415	1
University of Montana	357	377	365	3
Workmen's Compensation Division	663	663	663	1
► TOTAL NUMBER OF EMPLOYEES				61
► TOTAL WEIGHTED AVERAGE (State Prevailing Rate)			534	
SUMMARY OF ABOVE DETAIL (Private Sector Detail Not Shown Above)	Minimum	Maximum	Prevailing Rate	
STATE AGENCY RANGE (NON-WEIGHTED)	351	730		
STATE AGENCY PREVAILING RATE RANGE	365	680		
PRIVATE SECTOR PREVAILING RATE RANGE	325	500		
STATE AGENCY PREVAILING RATE			534	
PRIVATE SECTOR PREVAILING RATE			377	

SURVEY CLASSIFICATION ► SECRETARY I

NAME OF STATE AGENCY	MONTHLY SALARIES			No. of Employees
	Minimum	Maximum	Weighted Average	
Administration, Department of - General Services	NA	NA	400	1
Administration, Department of - Investments				
Administration, Department of - Other		510	510	1
Electrical Board	NA	NA	425	1
Employment Security Division	590	740	620	2
Fish and Game, Department of	507	791	633	16
Governor's Office				
Highways, Department of	530	637	580	13
Highway Patrol	360	598	469	4
Institutions, Department of	405	500	423	3
Legislative Auditor	NA	NA	640	1
Legislative Council	450	700	550	1
Library, State				
Merit System Council	500	630	630	1
Military Affairs, Department of	543	543	543	1
Montana State University	388	465	399	55
Montana Tech	315	798	504	10
Natural Resources, Department of	446	581	513	2
Office of Economic Opportunity	425	525	475	2
Public Employees' Retirement System	400	700	536	2
Public Service Commission	NA	NA	683	1
Revenue, Department of	NA	NA	593	4
School for the Deaf and Blind	540	540	540	1
Social and Rehabilitative Services Division	525	750	600	21
State Lands, Department of				
University of Montana	298	372	315	33
Workmen's Compensation Division	498	531	514	3
► TOTAL NUMBER OF EMPLOYEES				180
► TOTAL WEIGHTED AVERAGE (State Prevailing Rate)			466	
SUMMARY OF ABOVE DETAIL (Private Sector Detail Not Shown Above)	Minimum	Maximum	Prevailing Rate	
STATE AGENCY RANGE (NON-WEIGHTED)	298	798		
STATE AGENCY PREVAILING RATE RANGE	315	683		
PRIVATE SECTOR PREVAILING RATE RANGE	350	500		
STATE AGENCY PREVAILING RATE			466	
PRIVATE SECTOR PREVAILING RATE			406	

SURVEY CLASSIFICATION ► CLERK TYPIST I

NAME OF STATE AGENCY	MONTHLY SALARIES			No of Employees
	Minimum	Maximum	Weighted Average	
Administration, Department of - General Services				
Administration, Department of - Investments	422	448	435	2
Administration, Department of - Other	357	504	401	2
Electrical Board				
Employment Security Division	360	450	375	28
Fish and Game, Department of				
Governor's Office				
Highways, Department of	373	453	373	17
Highway Patrol	357	462	378	19
Institutions, Department of	358	441	405	7
Legislative Auditor				
Legislative Council				
Library, State	300	412	350	3
Merit System Council	370	460	370	2
Military Affairs, Department of				
Montana State University	319	381	336	42
Montana Tech	315	466	364	10
Natural Resources, Department of	383	446	409	4
Office of Economic Opportunity				
Public Employees' Retirement System	340	500	354	2
Public Service Commission				
Revenue, Department of			357	3
School for the Deaf and Blind				
Social and Rehabilitative Services Division	385	500	395	75
State Lands, Department of	342	377	360	1
University of Montana				
Workmen's Compensation Division	325	378	354	7
► TOTAL NUMBER OF EMPLOYEES				224
► TOTAL WEIGHTED AVERAGE (State Prevailing Rate)			376	
SUMMARY OF ABOVE DETAIL (Private Sector Detail Not Shown Above)	Minimum	Maximum	Prevailing Rate	
STATE AGENCY RANGE (NON-WEIGHTED)	300	504		
STATE AGENCY PREVAILING RATE RANGE	350	435		
PRIVATE SECTOR PREVAILING RATE RANGE	275	350		
STATE AGENCY PREVAILING RATE			376	
PRIVATE SECTOR PREVAILING RATE			310	

NAME OF STATE AGENCY	MONTHLY SALARIES			N ^o . of Employees
	Minimum	Maximum	Weighted Average	
Administration, Department of - General Services				
Administration, Department of - Investments				
Administration, Department of - Other	394	555	394	8
Electrical Board				
Employment Security Division	410	515	430	2
Fish and Game, Department of				
Governor's Office				
Highways, Department of	453	530	462	9
Highway Patrol	357	360	358	2
Institutions, Department of				
Legislative Auditor				
Legislative Council				
Library, State				
Merit System Council				
Military Affairs, Department of				
Montana State University	352	419	404	7
Montana Tech	NA	NA	525	1
Natural Resources, Department of				
Office of Economic Opportunity				
Public Employees' Retirement System	375	600	444	2
Public Service Commission				
Revenue, Department of				
School for the Deaf and Blind				
Social and Rehabilitative Services Division				
State Lands, Department of				
University of Montana	301	371	332	7
Workmen's Compensation Division				
► TOTAL NUMBER OF EMPLOYEES				38
► TOTAL WEIGHTED AVERAGE (State Prevailing Rate)			406	
SUMMARY OF ABOVE DETAIL (Private Sector Detail Not Shown Above)	Minimum	Maximum	Prevailing Rate	
STATE AGENCY RANGE (NON-WEIGHTED)	301	600		
STATE AGENCY PREVAILING RATE RANGE	332	462		
PRIVATE SECTOR PREVAILING RATE RANGE	320	432		
STATE AGENCY PREVAILING RATE			406	
PRIVATE SECTOR PREVAILING RATE			369	

SURVEY SUMMARY – TITLES

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SURVEY SUMMARY – TITLES

TITLE USED IN LIEU OF: ACCOUNTING CLERK I	TITLE USED BY STATE AGENCY AS INDICATED BELOW																			
	Administration, Department of – General Ser.	Administration, Department of – Investments	Aeronautics Commission	Electrical Board	Employment Security Division	Fish and Game, Department of	Governor's Office	Highways, Department of	Highway Patrol	Institutions, Department of	Legislative Auditor	Legislative Council	Library, State	Merit System Council	Military Affairs, Department of	Montana State University	Montana Tech	Natural Resources, Department of	Office of Economic Opportunity	Public Employees' Retirement System
Accounting Clerk I										●					●	●			●	●
Accounting Clerk III																			●	
Senior Accounting Clerk																				●
Revenue Collecting Bureau Chief																			●	
Clerk Auditor																			●	
Payroll Auditor																			●	
Disbursing Cashier																			●	
Payroll Processing Clerk																			●	
Clerk III				●																
Accountant I																				●
Personnel Clerk																			●	
Fiscal Officer		●																		
Grade II								●												
Bookkeeper														●						

SURVEY SUMMARY – TITLES

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SURVEY SUMMARY – TITLES

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SURVEY POSITION TITLE: CLERK I	
AGENCY	CONDENSED STATEMENT OF QUALIFICATIONS
Administration, Department of - General Services	
Administration, Department of - Investments	
Administration, Department of - Other	
Electrical Board	
Employment Security Division	High school graduate or equivalent, knowledge of business English, spelling and arithmetic.
Fish and Game, Department of	
Governor's Office	
Highways, Department of	High school graduate, experience in office or clerical work, knowledge of business English, spelling and arithmetic.
Highway Patrol	Filing ability.
Institutions, Department of	High school graduate or an equivalent combination of training and experience, knowledge of English, spelling and arithmetic.
Legislative Auditor	
Legislative Council	
Library, State	High school graduate, ability to file, must possess some basic library skills.
Merit System Council	
Military Affairs, Department of	
Montana State University	High school or equivalent.
Montana Tech	
Natural Resources, Department of	
Office of Economic Opportunity	None established.
Public Employees' Retirement System	
Public Service Commission	One year of training or experience in operating office machines.
Revenue, Department of	High school graduate or an equivalent combination of training or experience, knowledge of office machines and equipment.
School for the Deaf and Blind	
Social and Rehabilitative Services Division	High school graduate, experience in office or clerical work, knowledge of business English, spelling and arithmetic.
State Lands, Department of	
University of Montana	High school graduate, two years clerical experience or two years of college, typing ability.
Workmen's Compensation Division	High school graduate or equivalent, general office experience with filing, and office machines.

SURVEY POSITION TITLE: CLERK STENO I	
AGENCY	CONDENSED STATEMENT OF QUALIFICATIONS
Administration, Department of - General Services	
Administration, Department of - Investments	
Administration, Department of - Other	High school graduate with course work in typing and shorthand or equivalent. Ability to type at 40 w.p.m., take dictation at 80 w.p.m. and transcribe at 20 w.p.m.
Electrical Board	
Employment Security Division	High school graduate with courses in stenography and typing. Ability to take dictation at 80 w.p.m., transcribe at 25 w.p.m. and type at 40 w.p.m.
Fish and Game, Department of	
Governor's Office	High school graduate, knowledge of state government, training in office procedures, equipment and business English.
Highways, Department of	High school graduate with course work in typing, shorthand and business practices. Type at 40 w.p.m. and take dictation at 80 w.p.m.
Highway Patrol	
Institutions, Department of	High school graduate with course work in typing and shorthand or equivalent. Typing at 40 w.p.m., take shorthand at 80 w.p.m. and transcribe at 20 w.p.m.
Legislative Auditor	
Legislative Council	
Library, State	
Merit System Council	Ability to take dictation, compose letters and operate office machines.
Military Affairs, Department of	Typing ability, six months experience.
Montana State University	High school graduate with course work in typing and shorthand or equivalent. Ability to type at 40 w.p.m., take shorthand at 80 w.p.m. and transcribe at 20 w.p.m.
Montana Tech	High school graduate with business college or vo-tech. Ability to take shorthand at 100 w.p.m. and type at 65 w.p.m.
Natural Resources, Department of	Knowledge of English grammar and spelling.
Office of Economic Opportunity	
Public Employees' Retirement System	
Public Service Commission	Three years experience in transcribing letters, maintaining files, operating office equipment and acting as a receptionist.
Revenue, Department of	
School for the Deaf and Blind	
Social and Rehabilitative Services Division	High school graduate with courses in stenography and typing. Ability to take dictation at 80 w.p.m., transcribe at 25 w.p.m. and type at 40 w.p.m.
State Lands, Department of	High school education.
University of Montana	
Workmen's Compensation Division	Type at 60 w.p.m., experience in the use of a distaphone and some business experience.

SURVEY POSITION TITLE: ACCOUNTING CLERK I	
AGENCY	CONDENSED STATEMENT OF QUALIFICATIONS
Administration, Department of - General Services	
Administration, Department of - Investments	
Aeronautics Commission	High school and/or college, five years experience in double entry bookkeeping, typing, adding machine and computer.
Electrical Board	
Employment Security Division	High school graduate, three years general experience, business college may be substituted on a year for year basis. Knowledge of bookkeeping principles and routine accounting.
Fish and Game, Department of	
Governor's Office	
Highways, Department of	
Highway Patrol	Type at 40 w.p.m., ability to operate standard office machines.
Institutions, Department of	High school graduate, courses in bookkeeping and two years bookkeeping experience. Knowledge in bookkeeping principles and practices, ability to keep financial accounts, records and prepare reports.
Legislative Auditor	
Legislative Council	
Library, State	
Merit System Council	
Military Affairs, Department of	Knowledge of double entry accounting, type at 40 w.p.m., one year experience in similar work.
Montana State University	High school graduate, course in bookkeeping and two years bookkeeping experience, or equivalent combination of training and experience.
Montana Tech	
Natural Resources, Department of	Knowledge of bookkeeping and general accounting principles.
Office of Economic Opportunity	
Public Employees' Retirement System	Ability to work with figures and type.
Public Service Commission	Four years bookkeeping experience, ability to operate office machines.
Revenue, Department of	High school graduate, considerable knowledge and experience, in fiscal operations (high difficulty level of financial recording and bookkeeping).
School for the Deaf and Blind	Training or experience in most phases of accounting, bookkeeping, handling money and banking procedures.
Social and Rehabilitative Services Division	High school graduate with courses in bookkeeping and four years experience in bookkeeping or clerical field.
State Lands, Department of	High school graduate, knowledge of typing and office machines.
University of Montana	High school graduate and four years clerical experience, with three years working with statistical or financial records or two years college and two years clerical or equivalent combination.
Workmen's Compensation Division	High school graduate or vo-tech graduate in business administration, skill in typing and composing correspondence, knowledge of accounting codes.

SURVEY SUMMARY - QUALIFICATIONS

SURVEY POSITION TITLE: SECRETARY I	
AGENCY	CONDENSED STATEMENT OF QUALIFICATIONS
Administration, Department of - General Services	Ability to type, take shorthand, receptionist ability, letter writing, filing knowledge of ability.
Administration, Department of - Investments	
Agriculture, Department of	High school graduate and business college courses, three years experience in office work, adept in public relations, ability to operate office machines.
Electrical Board	Good personality, not afraid of responsibility, knowledge of general office administration.
Employment Security Division	High school graduate, course in stenography and two years stenographic experience, take dictation at 100 w.p.m., transcribe at 35 w.p.m., type at 50 w.p.m., knowledge of public relations, spelling, business English and math.
Fish and Game, Department of	
Governor's Office	High school graduate with course work in office procedures, knowledge of business English, modern office practices, better than average skills in written and oral communication, state government experience. Good appearance and pleasant manner are important.
Highways, Department of	Knowledge of administration, organization, regulations of Highway Department, knowledge of business English, spelling, math, high school graduate with course work in commercial subjects, type at 60 w.p.m. and take dictation at 100 w.p.m.
Highway Patrol	Typing at 60 w.p.m., take shorthand at 120 w.p.m., knowledge of Highway Patrol organization and functions.
Institutions, Department of	High school graduate, five years experience, type at 60 w.p.m., take shorthand at 100 w.p.m., transcribe at 30 w.p.m., ability to compose correspondence, keep records, prepare reports.
Legislative Auditor	Demonstrated ability - thorough experience to prove effectiveness.
Legislative Council	Type at 60 w.p.m., take shorthand at 100 w.p.m., ability to work under extreme pressure and tension; supervisory ability.
Library, State	
Merit System Council	Acts as receptionist, takes dictation, compose correspondence, maintain files.
Military Affairs, Department of	Typing and shorthand ability, six months employment comparable or one year at lower level.
Montana State University	High school graduate, with course work in typing and shorthand and five years clerical experience or equivalent.
Montana Tech	High school graduate and/or business college, vo-tech or college, ability to take shorthand 120 w.p.m., typing 70 w.p.m., supervisory capacity, five years experience, ability to supervise employees.
Natural Resources, Department of	
Office of Economic Opportunity	None established.
Public Employees' Retirement System	
Public Service Commission	Five years experience, ability to take and transcribe dictation.
Revenue, Department of	Ability to type 60 w.p.m. and shorthand at 100 w.p.m., knowledge of office practices and business English, spelling and arithmetic. High school graduate or supplemented by clerical courses or four years clerical experience or equivalent combination of both.
School for the Deaf and Blind	Must have a business course and/or several years office experience, typing 55-60 w.p.m., ability to operate office machines, spell, file and keep records.
Social and Rehabilitative Services Division	High school graduate, course in typing and stenography, three years experience, oral dictation 100 w.p.m., transcribe 35 w.p.m., typing 50 w.p.m.
State Lands, Department of	
University of Montana	High school graduate with two years clerical experience or two years college and one work experience with typing and shorthand.
Workmen's Compensation Division	High school graduate with three years experience, typing, shorthand 100 w.p.m., knowledge of office procedures, business college or college may be substituted on a year to year basis, ability to take dictation at 100 w.p.m. and transcribe at 80 w.p.m.

SURVEY SUMMARY - QUALIFICATIONS

SURVEY POSITION TITLE: CLERK TYPIST I	
AGENCY	CONDENSED STATEMENT OF QUALIFICATIONS
Administration, Department of - General Services	
Administration, Department of - Investments	Type 60 w.p.m., accounting knowledge and some experience.
Administration, Department of - Other	
Electrical Board	
Employment Security Division	High school graduate, type 40 w.p.m. Knowledge of business English, spelling and arithmetic, knowledge of office practices.
Fish and Game, Department of	
Governor's Office	
Highways, Department of	Knowledge of business English, spelling and math. Knowledge of modern office practices and procedures, type 40 w.p.m., ability to follow oral and written instructions.
Highway Patrol	Type 40 w.p.m., operate calculator, adding and duplicating machines, understanding of file system.
Institutions, Department of	High school graduate with typing course or equivalent knowledge of business English, spelling, arithmetic, office machines and equipment, type 40 w.p.m.
Legislative Auditor	
Legislative Council	
Library, State	High school graduate, type neatly and accurately, one year experience, business English, spelling and math.
Merit System Council	Type, ability to make routine computations, keep records, operate office machines.
Military Affairs, Department of	
Montana State University	None listed.
Montana Tech	High school graduate and business college or vo-tech, type 60 w.p.m., ability to operate office machines and file.
Natural Resources, Department of	
Office of Economic Opportunity	
Public Employees' Retirement System	Good typist, ability to comprehend basic arithmetic calculations, ability to learn PERS system.
Public Service Commission	Three years experience in clerical duties, ability to perform routine office duties. Knowledge of insurance terminology.
Revenue, Department of	High school graduate, knowledge of business English, spelling, arithmetic, ability to use office machines and equipment, type 40 w.p.m.
School for the Deaf and Blind	
Social and Rehabilitative Services Division	
State Lands, Department of	High school graduate.
University of Montana	
Workmen's Compensation Division	High school graduate, office experience with filing, ability to operate basic office equipment.

SURVEY POSITION TITLE: KEY PUNCH OPERATOR I	
AGENCY	CONDENSED STATEMENT OF QUALIFICATIONS
Administration, Department of - General Services	
Administration, Department of - Investments	
Administration, Department of - Other	High school graduate, clerical experience and one year of experience in punch or display terminal operations or an equivalent combination of training and experience.
Electrical Board	
Employment Security Division	High school graduate, pass performance test on key punch machine, ability in typing, business English and arithmetic.
Fish and Game, Department of	
Governor's Office	
Highways, Department of	Knowledge and experience in key punch machines, general clerical aptitude, high school graduate with commercial background, completion of training course in key punch.
Highway Patrol	Previous key punch training, 40 w.p.m. minimum standard.
Institutions, Department of	
Legislative Auditor	
Legislative Council	
Library, State	
Merit System Council	
Military Affairs, Department of	
Montana State University	(J.L. Jacobs' specifications) High school graduate, one year office clerical experience and one year experience in key punch operation or an equivalent combination of training and experience. Knowledge of office practice and procedures and general clerical work.
Montana Tech	High school graduate, key punch training, computer knowledge, ability to perform general clerical work.
Natural Resources, Department of	
Office of Economic Opportunity	
Public Employees' Retirement System	Posting experience, mechanical and arithmetic ability, ability to understand the PERS posting system.
Public Service Commission	
Revenue, Department of	
School for the Deaf and Blind	
Social and Rehabilitative Services Division	
State Lands, Department of	
University of Montana	High school graduate, one year typing experience, preferably with experience in key punch operations.
Workmen's Compensation Division	



STATE OF MONTANA
DEPARTMENT OF ADMINISTRATION
PERSONNEL BUREAU
1419 HELENA AVENUE, HELENA, MONTANA 59601

June 30, 1972

The Personnel Bureau is currently conducting a classification and salary survey of selected entry level clerical classes. The survey is being conducted by means of a short questionnaire. While the number of jobs surveyed is small, this survey should provide useful information. A summary of the survey will be sent to participating agencies after we complete this project.

While no two jobs are ever precisely identical within different organizations, major similarities exist and can be identified. We need your judgement and experience to interpret our job specifications and make the necessary comparisons with jobs in your organization. If you have difficulty in completing the questionnaires, the Personnel Bureau will be willing to assist you.

Survey questionnaire forms and an instruction sheet are enclosed. Please return the completed questionnaire by July 17, 1972. A member of the Personnel Bureau staff will contact you in the next two weeks to discuss the progress of the survey and the possibility of conducting desk audits and employee interviews to assure strict comparability of data between agencies.

Your participation in this survey is greatly appreciated, and we are certain that the summary report will be of assistance to you.

Sincerely,

Robert R. Jensen

Robert R. Jensen
Chief, Personnel Bureau

Enclosures

INSTRUCTIONS

The following contains brief instructions on completing individual questionnaires. While most of the questions appear self-explanatory, the instructions are given to minimize variations in reporting.

- AGENCY: Department or program title.
- YOUR TITLE: After you have read the job specifications and identified similar jobs in your organization, please list the title or titles used by your agency for the class described.
- NO. EMPLOYEES IN THIS CLASS: List the number of employees you have in this class.
- MONTHLY SALARY RANGE: We are interested in the actual rates being paid, not theoretical ranges. The actual rates form the salary structures and competitive range with which a state agency must contend. The salary range should include the lowest salary paid to an incumbent and the highest.
- AVERAGE SALARY:
(WEIGHTED AVERAGE) The average salary should be computed by totaling the monthly salaries and dividing them by the number of employees. The distribution of employees in the salary range is important. If most employees are at the high end of the range or at the low end, please state the reasons (long-term employees, high turnover, etc.).
- MINIMUM QUALIFICATIONS: In this section list the minimum standards you feel an applicant should meet before you will consider him for a vacancy in the class.

Thank you for your participation, and please feel free to contact the Personnel Bureau if you have any questions about the survey.

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Clerk I

GENERAL CHARACTERISTICS OF THE POSITION:

Under immediate supervision, is responsible for performing a wide variety of routine clerical duties, the difficulty of which may vary with amount of training and time on the job; and performs related work as required.

EXAMPLES OF DUTIES:

Arranges material alphabetically, chronologically, geographically, numerically, and by other categories; sorts mail and other items; files; routinely uses calculators to add, subtract, multiply and divide in accuracy checking; reads simple numeric tables; checks purchase orders, inventory records, and other records and items for correctness in terms of well defined and routine procedures; performs routine coding; assists in the keeping of uncomplicated records of time; does routine reception work; may receive routine complaints; assists in library circulation, shelving, book-mending, and processing operations; operates a variety of office equipment, such as addressograph, calculators and reproducing machines; may do a limited amount of typing of cards, labels and other items not requiring typing speed; may perform messenger duties.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)

COMPLETED BY: _____
NAME TITLE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Clerk Stenographer I

GENERAL CHARACTERISTICS OF THE POSITION:

Under immediate supervision, is responsible for the taking and transcribing of routine dictation and the performance of varied clerical duties, the difficulty of which varies, to some extent, on amount of training and time on-the-job; and performs related work as required.

EXAMPLES OF DUTIES:

Takes dictation by shorthand and transcribes letters, reports and other material; receives, distributes and routes incoming and outgoing mail; sorts, classifies, files and searches files; checks applications and other material for completeness, accuracy and conformance with well defined standards; compiles and tabulates data; posts routine charges and other data to records; collects fees; routinely answers telephone, greets visitors and makes appointments; operates a variety of office equipment and appliances.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)

COMPLETED BY: _____
NAME TITLE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Secretary I

GENERAL CHARACTERISTICS OF THE POSITION:

Under general supervision, is responsible for performing secretarial and clerical work; may supervise other clerical personnel and/or acts as secretarial assistant to a staff member or a group of staff members; and performs related work as required.

EXAMPLES OF DUTIES:

Takes and transcribes the dictation of an executive by either shorthand or dictaphone; handles details in connection with general office administration; may supervise stenographic, typing or other clerical personnel; composes correspondence; maintains files; keeps financial and statistical records; operates a variety of office appliances and equipment; sorts and distributes mail; acts as receptionist and makes appointments.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)

COMPLETED BY: _____
NAME TITLE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Clerk Typist I

GENERAL CHARACTERISTICS OF THE POSITION:

Under immediate supervision, is responsible for typing and performing a variety of routine clerical duties, the difficulty of which may vary with amount of training and time on the job; and performs related work as required.

EXAMPLES OF DUTIES:

Types letters, memorandums, reports, lists, bills, purchase orders, certificates, cards, labels and other materials; operates dictaphone; answers telephone giving routine information; receives and routinely directs visitors to services; may open and sort mail; sorts items alphabetically, numerically, geographically and by other criteria; files, codes material, affixes seals, posts to simple records, checks arithmetic accuracy of simple computations and performs routine computations; operates a variety of office machines and equipment.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)

COMPLETED BY: _____
NAME TITLE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Key Punch Operator I

GENERAL CHARACTERISTICS OF THE POSITION:

Under general supervision, is responsible for operating alphabetic and numeric key punch equipment, verifiers and related equipment; and performs related work as required.

EXAMPLES OF DUTIES:

Key punches varied information; checks accuracy of material punched by use of verifiers; operates sorter, collator and other equipment on routine operations; performs generalized clerical work; may assist with coding.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)

COMPLETED BY: _____
NAME TITLE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Accounting Clerk I

GENERAL CHARACTERISTICS OF THE POSITION:

Under general supervision, is responsible for bookkeeping and related figures work of average difficulty in keeping financial and other office records; an incumbent may act as a departmental accounting clerk where bookkeeping and financial records are not highly complex; and performs related work as required.

EXAMPLES OF DUTIES:

Maintains departmental appropriation, expenditure and/or revenue records; posts charges to general ledgers, keeps subsidiary control account; checks arithmetic accuracy of records; prepares periodic reports on condition of appropriation, accrual, receipts, contracts, demands payable and accounts receivable; compiles statistical data for department reports; receives and prepares invoices of purchases for payment; audits charges and obtains discounts; audits and verifies claims and reports; makes and records in prescribed accounts a distribution of construction and maintenance work costs as accrued through a force account and from bills and materials furnished; sorts, files, batches, codes and does other varied clerical and figures work; may operate a variety of office appliances and equipment, including the typewriter to a limited degree.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)

COMPLETED BY: _____
NAME TITLE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Clerk I

GENERAL CHARACTERISTICS OF THE POSITION:

Under immediate supervision, is responsible for performing a wide variety of routine clerical duties, the difficulty of which may vary with amount of training and time on the job; and performs related work as required.

EXAMPLES OF DUTIES:

Arranges material alphabetically, chronologically, geographically, numerically, and by other categories; sorts mail and other items; files; routinely uses calculators to add, subtract, multiply and divide in accuracy checking; reads simple numeric tables; checks purchase orders, inventory records, and other records and items for correctness in terms of well defined and routine procedures; performs routine coding; assists in the keeping of uncomplicated records of time; does routine reception work; may receive routine complaints; assists in library circulation, shelving, book-mending, and processing operations; operates a variety of office equipment, such as addressograph, calculators and reproducing machines; may do a limited amount of typing of cards, labels and other items not requiring typing speed; may perform messenger duties.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)
(Personnel Bureau Standards)

Training and Experience: Graduation from high school; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Some knowledge of business English, spelling and arithmetic; some knowledge of office machines and equipment; some knowledge of office practices and procedures.

Ability to learn a variety of clerical duties; ability to learn to operate a variety of office machines and equipment; arithmetic ability; ability to meet and deal with the public.

COMPLETED BY: _____

NAME

TITLE

SURVEY CLASS TITLE: Clerk Stenographer I

GENERAL CHARACTERISTICS OF THE POSITION:

Under immediate supervision, is responsible for the taking and transcribing of routine dictation and the performance of varied clerical duties, the difficulty of which varies, to some extent, on amount of training and time on-the-job; and performs related work as required.

EXAMPLES OF DUTIES:

Takes dictation by shorthand and transcribes letters, reports and other material; receives, distributes and routes incoming and outgoing mail; sorts, classifies, files and searches files; checks applications and other material for completeness, accuracy and conformance with well defined standards; compiles and tabulates data; posts routine charges and other data to records; collects fees; routinely answers telephone, greets visitors and makes appointments; operates a variety of office equipment and appliances.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)
(Personnel Bureau Standards)

Training and Experience: Graduation from high school, including supplemented by coursework in typing and shorthand; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of modern office practices, procedures, and equipment; some knowledge of business English, spelling, punctuation, and arithmetic.

Learning ability; ability to meet and deal effectively with the public.
Sufficient skills in typing to enable an applicant to complete 40 net words per minute; sufficient skill in shorthand to enable an applicant to take dictation at the rate of 80 words per minute and to transcribe same at the rate of 20 words per minute.

COMPLETED BY: _____
NAME TITLE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Accounting Clerk I

GENERAL CHARACTERISTICS OF THE POSITION:

Under general supervision, is responsible for bookkeeping and related figures work of average difficulty in keeping financial and other office records; an incumbent may act as a departmental accounting clerk where bookkeeping and financial records are not highly complex; and performs related work as required.

EXAMPLES OF DUTIES:

Maintains departmental appropriation, expenditure and/or revenue records; posts charges to general ledgers, keeps subsidiary control account; checks arithmetic accuracy of records; prepares periodic reports on condition of appropriation, accrual, receipts, contracts, demands payable and accounts receivable; compiles statistical data for department reports; receives and prepares invoices of purchases for payment; audits charges and obtains discounts; audits and verifies claims and reports; makes and records in prescribed accounts a distribution of construction and maintenance work costs as accrued through a force account and from bills and materials furnished; sorts, files, batches, codes and does other varied clerical and figures work; may operate a variety of office appliances and equipment, including the typewriter to a limited degree.

COMPLETE THE FOLLOWING QUESTIONS

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)
(Personnel Bureau Standards)

Training and Experience: Graduation from high school, including or supplemented by courses in bookkeeping and two years of bookkeeping experience; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Some knowledge of bookkeeping principles and practices, including the keeping of financial accounts and records and the preparing of reports; some knowledge of office practices and procedures.

Ability to compute and post figures with accuracy; ability to read, understand, and apply rules and regulations.

COMPLETED BY: _____

NAME

DATE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Secretary I

GENERAL CHARACTERISTICS OF THE POSITION:

Under general supervision, is responsible for performing secretarial and clerical work; may supervise other clerical personnel and/or acts as secretarial assistant to a staff member or a group of staff members; and performs related work as required.

EXAMPLES OF DUTIES:

Takes and transcribes the dictation of an executive by either shorthand or dictaphone; handles details in connection with general office administration; may supervise stenographic, typing or other clerical personnel; composes correspondence; maintains files; keeps financial and statistical records; operates a variety of office appliances and equipment; sorts and distributes mail; acts as receptionist and makes appointments.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and skills that you feel are necessary for an incumbent to perform satisfactorily in this job)
(Personnel Bureau Standards)

Training and Experience: Graduation from high school including or supplemented by course work in typing and shorthand and five years of increasingly responsible and varied clerical experience, preferably including one year as a supervisor; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of office practices and procedures; considerable knowledge of business English, spelling, grammar and composition; good knowledge of financial and other record keeping; some knowledge of supervision.

Ability to meet and deal effectively with a wide range of individuals; ability to compose effective correspondence and memoranda; ability to prepare accurate reports; ability to meet deadlines through skillful assignment of work; ability to learn complex clerical tasks readily; ability to make routine decisions independently, according to laws, regulations and established department policies.

Secretary I
Minimum Qualifications

Sufficient skill in typing to enable an applicant to complete 60 net words per minute; sufficient skill in shorthand to enable an applicant to take dictation at the rate of 100 words per minute and to transcribe same at the rate of 30 words per minute.

COMPLETED BY: _____
NAME TITLE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Clerk Typist I

GENERAL CHARACTERISTICS OF THE POSITION:

Under immediate supervision, is responsible for typing and performing a variety of routine clerical duties, the difficulty of which may vary with amount of training and time on the job; and performs related work as required.

EXAMPLES OF DUTIES:

Types letters, memorandums, reports, lists, bills, purchase orders, certificates, cards, labels, and other materials; operates dictaphone; answers telephone giving routine information; receives and routinely directs visitors to services; may open and sort mail; sorts items alphabetically, numerically, geographically and by other criteria; files, codes material, affixes seals, posts to simple records, checks arithmetic accuracy of simple computations and performs routine computations; operates a variety of office machines and equipment.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)
(Personnel Bureau Standards)

Training and Experience: Graduation from high school, including or supplemented by coursework in typing; or an equivalent combination of training and experience.
Knowledge, Abilities, and Skills: Some knowledge of business English, spelling, arithmetic, office machines and equipment; some knowledge of office practices and procedures.

Ability to learn a variety of clerical duties with rapidity; ability to meet and deal effectively with the public.

Sufficient skill in typing to enable an applicant to complete 40 net words per minute.

COMPLETED BY: _____
NAME DATE

QUESTIONNAIRE

Department of Administration
Personnel Bureau

SURVEY CLASS TITLE: Key Punch Operator I

GENERAL CHARACTERISTICS OF THE POSITION:

Under general supervision, is responsible for operating alphabetic and numeric key punch equipment, verifiers and related equipment; and performs related work as required.

EXAMPLES OF DUTIES:

Key punches varied information; checks accuracy of material punched by use of verifiers; operates sorter, collator and other equipment on routine operations; performs generalized clerical work; may assist with coding.

COMPLETE THE FOLLOWING QUESTIONS:

AGENCY: _____

YOUR TITLE: _____

NO. EMPLOYEES IN THIS CLASS: _____

MONTHLY SALARY RANGE: (If Applicable) MINIMUM _____ MAXIMUM _____

AVERAGE SALARY (Weighted Average) _____

MINIMUM QUALIFICATIONS:

(List the minimum training, experience, knowledge, abilities and/or skills that you feel are necessary for an incumbent to perform satisfactorily in this job)
(Personnel Bureau Standards)

Training and Experience: Graduation from high school and one year of office clerical experience, and one year of experience in key punch operation; or an equivalent combination of training and experience.

Knowledge, Abilities, and Skills: Some knowledge of office practices, procedures and general clerical work.

Ability to perform key punch operation rapidly and accurately; ability to learn clerical tasks rapidly; clerical ability.

Some skill in the operation of key punch equipment.

COMPLETED BY: _____
NAME TITLE

